

POSITION DESCRIPTION

1. Agency PDCN 80165

2. Reason for Submission Redescription New	3. Service HQ Field X	4. Empl Office Location	5. Duty Station	6. OPM Cert #
Reestablishment Other Explanation (Show Positions Replaced)	7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required Exec Pers Financial Disclosure Employment & Financial Interests	9. Subject to IA Action Yes X No	
	10. Position Status Competitive Excepted (32 USC 709) X SES (Gen) SES (CR)	11. Position is Supervisory Managerial Neither X	12. Sensitivity Non-Sensitive Noncritical Sens Critical Sens Special Sens	13. Competitive Level
				14. Agency Use ENL

15. Classified/Graded by
a. US Office of Pers Mgt b. Dept, Agency or Establishment X c. Second Level Review d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Electronic Integrated Systems Mechanic	WG	2610	13	mtl	28 Feb 95

16. Organizational Title (If different from official title)	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision -	c. Third Subdivision - d. Fourth Subdivision - e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position. Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature Date

Signature Date

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

22. Standards Used in Classifying/Grading Position
USOPM JGS for Electronic Integrated Systems Mechanic, WG-2610,

Typed Name and Title of Official Taking Action

MYRA T. LOCKIE

Signature Date
//signed// 28 Feb 95

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
CRA95-1002

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION:

The purpose of this position is to serve as shop chief over a small organizational segment in a maintenance function with responsibility for the overall shop operation. One or more employees who perform work in the Electronic Integrated Systems Mechanic, WG-2610-12, occupation are assigned to the shop.

b. DUTIES AND RESPONSIBILITIES:

(1) Plans and lays out work to be accomplished in the shop which is then completed by the technician and lower graded mechanic(s). Determines approaches, methods and courses of action required to accomplish the mission of the shop in an effective and efficient manner. Independently determines appropriate maintenance procedures. Estimates time, equipment and material requirements. Devises and maintains plans and records. May provide recommendations and input to supervisor concerning personnel actions such as performance appraisals, awards, position description changes, disciplinary actions, and leave.

(2) Performs the full range of shop work.

(3) Implements safety regulatory requirements. Ensures that other workers in the shop wear appropriate safety equipment and follow pertinent safety precautions.

(4) Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform additional duties such as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or serve as a member of a team to cope with natural disasters or civil emergencies.

(5) Performs other duties as assigned.

c. SKILL AND KNOWLEDGE:

In addition to the knowledge and skills found at the journeyman level, the ability to plan and accomplish a functional shop maintenance program is essential. Requires skill in surveillance and troubleshooting techniques.

d. RESPONSIBILITY:

Supervisor provides general instructions, time frames, policies, and priorities; is available for technical guidance and

assistance on unusual or controversial problems; and relies on the incumbent to control work operations and accomplish adequate quantity and quality of work. Incumbent determines approaches, methods and courses of action required to accomplish the mission of the shop in an effective and efficient manner. Work is reviewed for efficient and economical accomplishment within priorities and control received.

e. PHYSICAL EFFORT:

Physical effort is the same as that required for other mechanic(s) in the shop.

f. WORKING CONDITIONS:

Working conditions are the same as for other mechanic(s) in the shop.